PUBLIC KNOWLEDGE

Construction Contracting Checklist

For:

Drinking Water State Revolving Fund (DWSRF)

Washington State Department of Health (DOH)

October 2025

Purpose

This checklist summarizes the steps in a DWSRF project specific to the construction contracts procurement. You can follow this list to track where you are in the process and what comes next. Tasks include links for more information. You can use the comment column to make notes and check off items when they are complete.

DWSRF Construction Contracts Checklist

	Task	Comment	Done
	Identify		
1.1	Review your DWSRF approved scope of work and isolate required construction services to develop your bid advertisement.		☐
	Draft		
2.1	Develop a draft bid advertisement or Invitation for Bids (IFB). Send draft to: • Your DWSRF contract manager for review. • The DWSRF assigned engineer to the county for review and approval. • Copy Jocelyne.Gray@doh.wa.gov. At a minimum, your bid advertisement should include the following: • Title of your project. • Nature and scope of work. • Where to obtain plans and specifications documents. • Cost, if any, to obtain a set of plans and specifications documents. • The place, date, and time the bids are due.		☐

	Task	Comment	Done
	• Statement that the you retain the right to reject any and all bids. • List of the funding sources for the project, including the DWSRF funds. • Requirements that the higher of prevailing state or federal wages must be paid. • Statement indicating that the borrower is an Equal Opportunity Employer. • Statement that general contractors and all subcontractors must meet DWSRF requirements or provisions. • Statement requiring that all contractors be licensed to conduct business in Washington State. **Note:** You MUST provide the DWSRF loan number when working through the approval process. **Note**: If you do not expect your public works project to exceed $250,000 (federal limit), you may use the small purchase procedures. See step 3 below for more information. **For additional information on drafting a bid**: Review the Procurement 101 training deck.		
2.2	**For small purchase procedures only**: You may not use small purchase procedures to procure engineering or architectural services. If you use a small purchase procurement, you must: • Get price or rate quotations or proposals from at least three qualified sources. Verify your qualified sources with your Contract Manager if unsure. • Make the effort to seek at least one quotation or proposal from a certified Minority Business Enterprise (MBE) or from a certified Woman Business Enterprise (WBE). If the jurisdiction established a lower ceiling for small purchases, you must follow the lower ceiling.		☐

	Task	Comment	Done
	• Document all steps taken, quotations or proposals received, and outreach efforts you made. You do not have to advertise requests for quotes, proposals, or so on, in a general circulation newspaper.		
	Review		
3.1	Prior to publishing your IFB, confirm all DWSRF requirements in the Bid Checklist are included located in Attachment 7-C of the DWSRF Handbook. These requirements must be included in your contract with the general contractor and all subsequent contracts between the general contractor and all subcontractors. **Note**: You must send a checklist of all of the documents that are included in your bid packet to your DWSRF contract manager.		☐
3.2	Obtain the federal and state prevailing wage rates and place them **both** in your project bid specification. To do this, you must prepare a written request that includes: • A description of your project that indicates the type of construction work to be performed. • The location of the project including city, county, and state. • The proposed dates of advertising for bids and opening of bids. • A contact email address if wage rates are to be emailed to you. **Note**: You must email this request to your DWSRF contract manager. **Note**: If you or your consultant have access to current federal wage decisions through the internet, you must submit a copy of the applicable federal wage decisions to your DWSRF contact manager prior to incorporating the federal wage decision into the IFB for verification.		☐

	Task	Comment	Done
	Publish		
4.1	Publish your bid notice after your DWSRF contract manager approves it. **Note**: If you are in a rural area and have advertised for competitive bids in the local newspaper, but are having difficulty soliciting bids for construction projects, you may solicit bids directly from general contractors.		☐
4.2	File a copy of all records related to the procurement method used, the contract type, reasons for selecting or rejecting bidders, and the basis for the agreed upon contract cost. Also retain a copy of the advertisement published in the paper and records of Disadvantaged Business Enterprises you invited to submit proposals or qualifications.		☐
	Prepare		
5.1	Comply with Disadvantaged Business Enterprises requirement and verify compliance with your DWSRF contract manager.		☐
5.2	Ten days before bid opening, verify with your DWSRF contract manager that federal and state rates in the bid packet are current. **Note**: Your IFB does not have to include federal wage decision modifications issued less than 10 days prior to bid opening if you do not feel there is enough time to issue an IFB amendment before the scheduled bid opening. **Note**: If you award the contract within 90 days of bid opening, the wage decision locks in. If you don't award a contract within 90 days, you must update the wage decision with your DWSRF contract manager.		☐

	Task	Comment	Done
5.3	Collect and log all bids received with the time and date of receipt and keep them in a secured place until it is time to conduct your bid opening.		☐
	Evaluate		
6.1	Conduct your bid opening in public and at the time and place you indicated in your advertisement. You must read each bid out loud during the meeting and determine the apparent low bidder. You must also maintain a description of the bid review and tabulation process in your project files. You may delay your opening but must notify all bidders in advance. **Note**: If you delay a bid opening, all bidders should have the opportunity to withdraw their bids or to resubmit them just before the new bid opening date and time (cost of equipment or materials could increase). **Note**: If you receive no bids, or the received bids are too costly, re-advertise the bid ad in a wider geographic area.		☐
6.2	Contact your DWSRF Contract Manager if less than two bids are received.		
6.3	Select the lowest cost responsible bidder, ensuring that the bidder: • Is licensed to work in Washington State. • Has the ability, capacity, and skills to perform the work described in the scope of work and will comply with requirements within the indicated timeframes. • Has good character, integrity, reputation, judgment, experience, and is efficient. • Is able to complete the work within the time specified.		☐

	Task	Comment	Done
	• Can demonstrate successful performance of previous construction contracts or services and can demonstrate compliance with laws relating to the loan contract or services.		
	Contract		
7.1	Ensure you have adopted required bonding insurance.		☐
7.2	Verify affidavit or certification of American Iron and Steel product usage to confirm compliance throughout the lifecycle of the project as well as Build America, Buy America (BABA) federal requirements. For additional information on BABA requirements and resources: BABA Overview		☐
7.3	Verify the selected contractor's eligibility by checking the Federal Excluded Parties List (at SAM.gov) for clearance on prime contractors, subcontractors, and vendors before signing contracts. You must send copies to your DWSRF contract manager.		☐
7.4	Execute your contract with all required documents, including: • Bid package documents. • The executed contract. • The bid proposal. • Contractor certifications. • Bond and insurance forms.		☐
	Coordinate		

	Task	Comment	Done
8.1	Conduct a pre-construction conference to discuss project details and federal requirements. Forward a copy of the record, written or video recorded your DWSRF contract manager.		☐
8.2	Submit DWSRF Note of Contract Award and Notice to Proceed to your DWSRF contract manager. **Note:** Notice to Proceed must be issued within 18 months of contract execution. **For a Notice of Contract Award and Notice to Proceed Template:** See Attachment 7-B: DWSRF Customer Loan Handbook Reference: Section 7.		☐
8.3	**Non-Municipal Borrowers only:** Submit proof of property insurance coverage to your DWSRF contract manager.		☐
8.4	Negotiate your bid price based on the agreed changes to the plans and specifications in the bid documents. **For more information on negotiation techniques**: Review the Procurement 101 training deck.		☐
	Construct		
9.1	Once your contract is in effect, establish a system to monitor the performance of the engineer, architect, or consultant. The monitoring system should include: 1. Reconciliation of bills against applicable documentation, 2. A monthly update on the project status, and 3. Current roadblocks or problems.		☐

	Task	Comment	Done
	Note: Use your agreed upon scope of work as the basis for monitoring and evaluating your professional service vendor's performance.		
9.2	File a copy of all records related to the procurement method used, the contract type, reasons for selecting or rejecting bidders, and the basis for the agreed upon contract cost. Also retain a copy of the advertisement published in the paper and records of Disadvantaged Business Enterprises you invited to submit proposals or qualifications.		☐